

SPRING 2007

Test Administration Directions

Arizona's

*Instrument to Measure Standards
Dual Purpose Assessment • High School*

Test Administrator's Name

**Mc
Graw
Hill** **CTB
McGraw-Hill**

**AIMS DPA
AIMS HS**



Science Field Test

49527

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The Arizona Department of Education gratefully acknowledges the work of hundreds of Arizona teachers involved in the development of the AIMS tests. Their dedication to creating a fair and reasonable test for the students of Arizona is greatly appreciated.

Overview for the Spring 2007 Administration of the AIMS Science Field Test

The Spring 2007 administration of Arizona's Instrument to Measure Standards Dual Purpose Assessment (AIMS DPA) includes a science field test for Grades 4 and 8. Also, the Spring 2007 administration of Arizona's Instrument to Measure Standards High School (AIMS HS) includes a science field test for students in Cohort 2009. The AIMS science field test is to be administered in selected schools.

The AIMS DPA science field test is to be administered as the fifth day of AIMS testing within the AIMS DPA testing window. The AIMS DPA science field test is to be scheduled on one day no earlier than Friday, April 13, 2007 and no later than Thursday, April 19, 2007. All schools, within the same district or under the same charter, that are participating in the AIMS DPA science field test must administer the field test on the same date. The AIMS HS science field test is scheduled for Thursday, April 12, 2007.

Testing must be conducted according to the Test Administration Schedule on page 4 in this document. The Test Coordinator is responsible for communicating the testing schedule to Test Administrators, parents, guardians, and students.

This document provides directions for the administration of the AIMS DPA and AIMS HS science field tests and should be used by Test Administrators. Use the documents *AIMS DPA Test Administration Directions* and *AIMS HS Test Administration Directions* for the administration of the AIMS DPA or AIMS HS writing, reading, and mathematics tests.

Students to Be Tested

In schools selected to participate in the AIMS DPA science field test, students in Grade 4 and students in Grade 8 will be tested. In schools selected to participate in the AIMS HS science field test, students in Cohort 2009 (generally tenth-grade students) who are also enrolled in a science course aligned with Strand 4: Life Science of the Arizona Science Standard will be tested.

Students with significant cognitive disabilities and whose current Individualized Education Program (IEP) designates them as eligible for an alternate assessment, AIMS-A, are excluded from the AIMS science field test. Refer to the AIMS-A guidelines on the Arizona Department of Education Web site at www.ade.az.gov/standards/aims/Administering for additional information.

Test Administrator Responsibilities

The Test Administrator is responsible for:

- ☐ participating in training activities scheduled by the Test Coordinator;
- ☐ signing and returning to the Test Coordinator the AIMS Test Security Agreement;
- ☐ adhering to test administration security procedures;
- ☐ reviewing this document in advance of testing dates;
- ☐ following test administration directions exactly as stated in this document;
- ☐ receiving test materials from the Test Coordinator;
- ☐ verifying the quantities of test materials received;
- ☐ requesting from the Test Coordinator any additional materials required to test all eligible students;
- ☐ distributing, collecting, and verifying all test materials on testing dates;
- ☐ completing all necessary demographic information on the student demographic data grid located on the back of the AIMS science field test answer document for students **without** a student bar code label;
- ☐ completing the accommodations information on the back of the AIMS science field test answer document for students receiving accommodations; and
- ☐ assembling and returning all test materials to the Test Coordinator.

*The Test Administrator **must** follow the directions exactly as stated in this document.*

Arrangements Prior to Test Administration

Test Administration Staff

A Test Administrator should be assigned to each testing room. If the number of students testing in the room requires it, Proctors may also assist the Test Administrator during the administration of the test. Test Administrators and Proctors must be employees of the school.

Preparation of the Room for Testing

The AIMS science field test is a standardized test. The Test Administrator **must** follow the directions exactly as stated in this document.

The testing room should be prepared for the test administration prior to the testing date. Good lighting, ventilation, and freedom from distracting noises and interruptions are important for student performance. **All visual aids displayed in the testing room which could assist students while testing must be removed or covered completely.**

All visual aids displayed in the testing room which could assist students while testing must be removed or covered completely.

Test Administration Security Procedures

It is unethical and shall be viewed as a violation of test security for any person to:

- examine the content of any portion of the test;
- disclose or allow to be disclosed the content of any portion of the AIMS science field test before, during, or after test administration;
- allow students to share information during test administration;
- allow students to use scratch paper;
- read any parts of the test to students except as indicated in the test administration directions;
- influence students' answers by offering assistance of any kind;
- change students' responses;
- review students' responses;
- photocopy, transcribe, or in any way duplicate any part of AIMS science field test books or answer documents;
- fail to return all test materials, including unused documents; and
- participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures.

Test Administrators and Proctors may **not** assist students in answering questions. They may, however, clarify the test directions **only**. No test item may ever be discussed before, during, or after test administration. (See the Glossary on page 28 in this document for the definition of *item*.) Refer to "Test Preparation and Administration Practices" on the Arizona Department of Education Web site at www.ade.az.gov/standards/aims/Administering.

AIMS Test Security Agreement

To ensure the security of the AIMS science field test, Test Administrators and Proctors **must** sign a copy of the AIMS Test Security Agreement obtained from the Test Coordinator or found on the Arizona Department of Education Web site at www.ade.az.gov/standards/aims/Administering.

*Test Administrators and Proctors **must** sign a copy of the AIMS Test Security Agreement.*

Test Materials and Testing Schedule

Test Materials

Test Administrators will receive their test materials from the Test Coordinator. Each Test Administrator should receive from the Test Coordinator an inventory of the number of test books and answer documents that have been delivered. Upon receipt of the test materials, the Test Administrator should count the number of test books and answer documents received. Any discrepancies must be reported immediately to the Test Coordinator.

Test Administrators must follow the proper procedures for ensuring the security of test materials before, during, and after the test administration.

AIMS science field test books and answer documents are secure documents. On the day of testing, Test Administrators will collect their test materials from the Test Coordinator at the beginning of the day of testing and return them to the Test Coordinator at the end of the day of testing. While in the possession of the Test Administrator, test materials must be kept in a **securely locked storage facility** except during actual test administration times and until they are returned to the Test Coordinator at the end of the day of testing. Test Administrators must follow the proper procedures for ensuring the security of test materials before, during, and after the test administration.

Test Administration Schedule

The AIMS science field test must be administered exactly as shown in the table below.

High schools that are not in session on April 12, 2007 must request permission from the Director of State Test Administration to administer AIMS HS science field test on an alternate date. There are no makeup days for science field testing.

The AIMS science field test is not a timed test.

The following are **approximate times** needed to administer the AIMS science field test. These estimates include time to distribute materials to students, complete student information on test books and answer documents, read directions, and collect and count test materials at the end of the testing session.

Test Administration Schedule

AIMS DPA—Grades 4 and 8	
1 day between April 13–19, 2007	1 session—1 hour
AIMS HS—Cohort 2009	
Thursday, April 12, 2007	1 session—1 hour

AIMS DPA Science Field Test—Grades 4 and 8

The AIMS DPA science field test is to be administered in one session of one hour.

AIMS HS Science Field Test—Cohort 2009

The AIMS HS science field test is to be administered in one session of one hour.

A testing session is complete only when the allotted time for the session has ended or when all students present have finished the session. Students may be instructed to bring personal reading materials or classwork they can do if they finish a testing session before the allotted time has ended. Students who need additional time beyond the allotted time must be allowed to continue testing. These students may be escorted to another secure testing location at the conclusion of the allotted testing time to finish the testing session. Students must finish the entire science field test by the end of the school day.

*Students must finish
the entire science
field test by the end
of the school day.*

AIMS Science Field Test Materials

Spring 2007 AIMS science field test materials to be supplied by CTB/McGraw-Hill include:

- ☐ AIMS Science Field Test Books, numbered forms 1–5 (for each of Grades 4 and 8 and Cohort 2009);
- ☐ AIMS Science Field Test Answer Documents;
- ☐ *AIMS Test Administration Directions* for the science field test;
- ☐ student bar code labels;
- ☐ Group Information Sheets (GISs);
- ☐ School/Group Lists (SGLs);
- ☐ Materials Inventory Sheets; and
- ☐ return stack cards and bands.

Test materials that **must** be supplied by schools for each testing room include:

- ☐ a supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;
- ☐ a pencil sharpener or additional supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers; and
- ☐ a “Testing—Do Not Disturb” sign.

Test Administrators must be sure to have an adequate supply of test materials available prior to testing.

AIMS Science Field Test Books

The Spring 2007 administration of the AIMS science field test includes one test book.

For each of Grades 4 and 8 and Cohort 2009, there are five different forms (Forms 1 through 5) of the test book. The test books for each grade and cohort are packaged so that the forms will be distributed randomly to students.

AIMS science field test books are secure documents and must be returned to CTB/McGraw-Hill after testing. Students may use colored pencils, pens, markers, and highlighters to mark in their test books as needed. **Use of scratch paper is prohibited.**

Use of scratch paper is prohibited.

AIMS Science Field Test Answer Documents

The Spring 2007 administration of the AIMS science field test includes one, two-sided answer document. The answer documents are machine scorable.

Students must use a standard, wooden, graphite-based No. 2 pencil to mark their answers to multiple-choice questions. Only answers marked with a No. 2 pencil will be scored.

*Students **must** use a standard, wooden, graphite-based No. 2 pencil to mark their answers to multiple-choice questions.*

Important Precautions for Handling Test Materials

- Do not use any test materials other than the corresponding test book and answer document for the Spring 2007 AIMS science field test. Documents from other testing programs or from previous AIMS test administrations will not be scored.
- Do not photocopy the test books or answer documents.
- Do not use “sticky” notes, paperclips, tape, staples, or glue on the test books or the answer documents.
- Do not allow students to use correction fluid on the test books or the answer documents. If an error is made in filling in a bubble, the student should erase the error completely and make the correction using a No. 2 pencil.
- Do not allow students to use colored pencils, pens, markers, or highlighters to respond to multiple-choice questions.

Test Administration Guidelines

Defective Test Books and Answer Documents

Defective test books and answer documents (i.e., test books and answer documents that are damaged or incorrectly assembled, or that have pages that are missing or out of order) must be replaced immediately. Defective test books and answer documents must be returned to the Test Coordinator at the conclusion of the test administration.

Students Who Leave the Room During Testing

Students may be allowed to go to the restroom, if necessary, during testing. However, only one student may leave at a time. The student's test materials must be collected before the student leaves the room and then given back to the student upon returning to the room.

Students Who Are Dismissed for Health Reasons

Students who become ill and must leave during the administration of the AIMS science field test are ineligible to continue the test. The Test Administrator should inform the student that the testing session has ended, collect the student's test book and answer document, and dismiss the student from the testing room. The student will **not** be allowed to make up the test. The ill student's test book and answer document are to be returned with the test materials at the conclusion of the test administration.

Test materials that have been contaminated with blood, vomit, or other bodily fluids are not to be returned to CTB/McGraw-Hill. Follow the directions of your Test Coordinator for the proper handling of contaminated test materials.

Disruptive Students

Students who disrupt testing, refuse to participate, receive help from others, or otherwise engage in behavior not consistent with acceptable classroom behavior should be subject to the disciplinary procedures established by the school for such occurrences. The Test Administrator should gather the disruptive student's test materials and inform the student that the opportunity to participate in the test has been revoked, and that appropriate notification will be placed in the student's cumulative folder.

The Arizona Department of Education recommends that the student's parents or guardians receive written notification of the incident and its consequences.

Test Administrators and Proctors should move unobtrusively about the room, checking to make sure students are progressing through the test.

Monitoring Testing

During the administration of the AIMS science field test, Test Administrators and Proctors should move unobtrusively about the room, checking to make sure students are progressing through the test. Students should be allowed to work at their own pace.

Test Administrators and Proctors should:

- ☐ supervise the room at all times during testing;
- ☐ answer student questions that pertain **only** to the clarification of test directions;
- ☐ verify that students are marking their answers in the correct location in the answer documents; and
- ☐ check for a large number of erasures—these may indicate that a student is confused about the directions.

When a student has finished a testing session, the Test Administrator should collect the student's test materials. Once the test materials have been collected, the student may then read or do classwork silently while waiting for the scheduled testing session to end.

See "Test Administration Security Procedures" on page 3 and "AIMS Science Field Test Books" and "AIMS Science Field Test Answer Documents" on page 6 in this document for additional guidelines regarding the monitoring of testing.

Use of Resources

Electronic devices, including, but not limited to, computers, calculators, cell phones, digital watches, personal digital assistants, and portable music players, are prohibited for the duration of the test administration.

Refer to "Testing Accommodations: Guidelines for 2006–2007" on the Arizona Department of Education Web site at www.ade.az.gov/standards/aims/Administering for information regarding the use of resources for students who are eligible for testing accommodations.

Student Identification Information

Student identification information to be completed **by the student** is located on the front cover of the AIMS science field test book and on the front of the AIMS science field test answer document. Student identification information to be completed by the student includes Student Name, Teacher, School, and District. Prior to test administration, and before distributing test books and answer documents to students, the Test Administrator should write on the board in a visible location the names of the teacher, the school, and the school district. Directions to be read to students regarding the completion of this information are included in this document with the administration directions for the science field test.

Student Bar Code Labels

Student bar code labels are to be affixed in the proper location on the front of the AIMS science field test answer documents. Only student bar code labels provided for the Spring 2007 administration of the AIMS science field test are to be used on the AIMS science field test answer documents. Student bar code labels are not to be saved for use on another AIMS administration. Any student bar code labels that are not used during the Spring 2007 administration of the AIMS science field test are to be returned with nonscorable test materials.

If a student bar code label is **not** available, the student demographic data grid located on the back of the AIMS science field test answer document **must** be completed. If a student bar code label contains an incorrect SAIS Number, do not use the bar code label but instead complete the demographic data grid for that student. Instructions for completing the demographic data grid can be found in the Appendix on page 25 in this document. If a student bar code label is used, the demographic data grid is **not** to be completed.

For any student who receives standard accommodations, the fields for these accommodations found on the back of the AIMS science field test answer document **must** be completed **even if a student bar code label is used**. See the Appendix in this document for instructions.

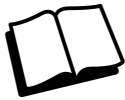
Only student bar code labels provided for the administration of the AIMS science field test are to be used on the AIMS science field test answer documents.

Explanation of Test Administration Symbols

As you read the test administration directions for the AIMS science field test, you will see the following symbols. They are used to guide you through the administration of the test and to help you ensure proper testing procedures throughout each testing session. Please review the test administration directions in advance to become familiar with these symbols and testing procedures.



This symbol indicates the directions you are to read aloud to the students. The text is printed in bold type.



This symbol indicates places where you should use a test book or answer document to show sample items or to make sure students have turned to the correct page.

*Text Printed
in Italics*

*Information that is provided for the Test Administrator and that should **not** be read aloud to the students is printed in italics.*

Administering the AIMS DPA Science Field Test— Grades 4 and 8

Before distributing the science field test books and the science field test answer documents to students, write on the board the names of the teacher, the school, and the school district.

Distribute the test books and the answer documents. It is important to make sure that the side of the answer document containing the answer bubbles is facing down on students' desks.

SAY Today you will be taking the science field test as part of Arizona's Instrument to Measure Standards Dual Purpose Assessment (AIMS DPA).

Do not open your test book or turn over your answer document until I tell you to do so. Talking during the test is not allowed.



Hold up a test book and an answer document and point to the lines labeled "Student Name."

SAY On the front cover of your test book, write your name on the line labeled "Student Name."

On the front of your answer document, write your name on the line labeled "Student Name."

Point to the information that you have written on the board.

SAY On the front cover of your test book, complete the lines labeled "Teacher," "School," and "District" with the information shown on the board.

On the front of your answer document, complete the lines labeled "Teacher," "School," and "District" with the information shown on the board.

Pause. Make sure students complete information correctly.

SAY Now you will fill in the bubble that corresponds to the number of your test book form.



Hold up a test book. Point to the location on the front cover of the test book where the number of the test book form is indicated.

Administering the AIMS DPA Science Field Test— Grades 4 and 8 (continued)



Look on the front cover of your test book and find the number of your test book form.

Pause. Make sure all students have located the number of their test book form.



Hold up an answer document. Point to the location on the back of the answer document where the numbers of the test book forms are indicated.



Look on the back of your answer document and find the place to indicate the number of your test book form.

Pause. Make sure all students have located the place to indicate the number of their test book form.



On your answer document, you will now fill in the bubble that corresponds to the number of the test book form you are using.

Pause. Make sure all students fill in the correct bubble to indicate the number of their test book form.

*Students may **not** use calculators for any part of the science field test.*



The test book contains science problems. You will read a problem and then answer the multiple-choice question that follows. You may write in your test book, but you must mark all of your answers on the answer document. Only answers marked on the answer document will be scored.

To answer a multiple-choice question, fill in the bubble that corresponds to the answer you choose. Be sure to fill in the bubble completely, and make your mark heavy and dark. Make sure that you are marking your answer to a question in the space with the same number as the test question. If you want to change an answer, completely erase the mark you made before making a new mark. You must use a No. 2 pencil to mark your answers. You may not use a calculator for any part of this test.

Pause, and then continue.

Students may **not** use calculators for any part of the science field test.

Administering the AIMS DPA Science Field Test— Grades 4 and 8 (continued)

Read the following instructions for Grade 8 only.

SAY Open your test book to page 21 and look at the AIMS Reference Sheet.



Hold up the test book and point to the page designated “AIMS Reference Sheet.”

Make sure all students have turned to the correct page in their test books.

SAY You may use the information from the AIMS Reference Sheet at any time during the test. Are there any questions?

Pause to answer any questions.

Proceed with the test administration for Grades 4 and 8.

SAY Now look at the portion of your answer document that contains the stop sign symbol and read along silently while I read aloud.

When you finish the science field test, you will see the following stop sign:



When you see this stop sign, check to be sure that:

- Every question in the science test book has been answered.
- The bubbles for your answers are filled in completely using a No. 2 pencil.
- All other bubbles are empty and all stray marks have been erased.

Are there any questions?

Pause to answer any questions, and then continue.

SAY Turn to page 1 in your test book.

Make sure all students have turned to the correct page in their test books and that their answer documents are turned to the side containing the answer bubbles, and then continue.

SAY We will begin by doing two sample multiple-choice questions.

Administering the AIMS DPA Science Field Test— Grades 4 and 8 (continued)

SAY These are the types of questions you will be answering during the test. For each sample, you will read the question in your test book, then fill in the bubble on your answer document that corresponds to the answer you choose. Be sure to fill in the bubble completely, and make your mark heavy and dark.

Pause, and then continue.

SAY Read Sample A in your test book, then fill in the bubble on your answer document for the answer you choose. When you have finished Sample A, stop working.

Give students time to answer Sample A.

SAY The correct answer for Sample A is “C.”

Pause, and then continue.

SAY Now read Sample B in your test book, then fill in the bubble on your answer document for the answer you choose. When you have finished Sample B, stop working.

Give students time to answer Sample B.

SAY The correct answer for Sample B is “A.”

Pause, and then continue.

SAY Follow the directions that appear throughout the test book and mark your answers on the answer document.

Please answer all questions. Questions left blank are scored as incorrect.

Administering the AIMS DPA Science Field Test— Grades 4 and 8 (continued)

SAY When you finish the science field test, you may go back and check your work. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want. When you finish checking your work, close your test book and turn your answer document over so that the answer bubbles are facing down. Place your answer document on top of your test book. Raise your hand, and I will collect your test book and answer document. You must remain silent until the conclusion of the testing session. The science field test is not a timed test. If you have not completed the test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete the entire science field test by the end of the school day.

Are there any questions?

Pause to answer any questions, and then continue.

SAY Turn to page 2 in your test book.

Make sure all students have turned to the correct page in their test books.

SAY You may begin the science field test.

While students are taking the test, move around the room to make sure students are progressing through the test.

Administering the AIMS DPA Science Field Test— Grades 4 and 8 (continued)

Most students should have time to finish the science field test during the allotted one-hour testing session. At the end of the one-hour testing session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, if all students finish before the end of the allotted time, end the testing session. When all students have finished or the allotted time for the session has ended, proceed as follows:



This is the end of the science field test.

*Collect all remaining test materials from the students. All test books and answer documents are secure documents and must be accounted for at the end of the testing session. Missing test books and answer documents **must** be located **prior** to dismissing students. All test materials must be kept in a **securely locked storage facility** until test materials are returned to the Test Coordinator at the end of the testing day.*

Administering the AIMS HS Science Field Test— Cohort 2009

Before distributing the science field test books and the science field test answer documents to students, write on the board the names of the teacher, the school, and the school district.

Distribute the test books and the answer documents. It is important to make sure that the side of the answer document containing the answer bubbles is facing down on students' desks.

SAY Today, Thursday, April 12, 2007, you will be taking the science field test as part of Arizona's Instrument to Measure Standards High School (AIMS HS).

Do not open your test book or turn over your answer document until I tell you to do so. Talking during the test is not allowed.



Hold up a test book.

SAY Now, please check the date on the cover of your test book. Make sure the date is today's date, Thursday, April 12, 2007.

Pause while students confirm the date on their test books. Replace test books that have the incorrect date with an appropriate test book.



Hold up a test book and an answer document and point to the lines labeled "Student Name."

SAY On the front cover of your test book, write your name on the line labeled "Student Name."

On the front of your answer document, write your name on the line labeled "Student Name."

Point to the information that you have written on the board.

SAY On the front cover of your test book, complete the lines labeled "Teacher," "School," and "District" with the information shown on the board.

On the front of your answer document, complete the lines labeled "Teacher," "School," and "District" with the information shown on the board.

Pause. Make sure students complete information correctly.

Administering the AIMS HS Science Field Test— Cohort 2009 (continued)



Now you will fill in the bubble that corresponds to the number of your test book form.



Hold up a test book. Point to the location on the front cover of the test book where the number of the test book form is indicated.



Look on the front cover of your test book and find the number of your test book form.

Pause. Make sure all students have located the number of their test book form.



Hold up an answer document. Point to the location on the back of the answer document where the numbers of the test book forms are indicated.



Look on the back of your answer document and find the place to indicate the number of your test book form.

Pause. Make sure all students have located the place to indicate the number of their test book form.



On your answer document, you will now fill in the bubble that corresponds to the number of the test book form you are using.

Pause. Make sure all students fill in the correct bubble to indicate the number of their test book form.



Next you will fill in the bubble that corresponds to the type of science course you took last year.



Hold up an answer document. Point to the location on the back of the answer document where the types of science courses are indicated.



Look on the back of your answer document and find the place to indicate the type of science course you took last year.

Pause. Make sure all students have located the place to indicate the type of science course they took last year.

Administering the AIMS HS Science Field Test— Cohort 2009 (continued)

SAY On your answer document, you will now fill in the bubble that corresponds to the type of science course you took last year. If you were not enrolled in a science course last year, fill in the bubble next to the word “None.”

Pause. Make sure all students fill in the correct bubble to indicate the type of science course they took last year. To assist students in selecting the correct bubble, refer to the directions from your test coordinator.

*Students may **not** use calculators for any part of the science field test.*

SAY The test book contains science problems. You will read a problem and then answer the multiple-choice question that follows. You may write in your test book, but you must mark all of your answers on the answer document. Only answers marked on the answer document will be scored.

*Students **may not** use calculators for any part of the science field test.*

To answer a multiple-choice question, fill in the bubble that corresponds to the answer you choose. Be sure to fill in the bubble completely, and make your mark heavy and dark. Make sure that you are marking your answer to a question in the space with the same number as the test question. If you want to change an answer, completely erase the mark you made before making a new mark. You must use a No. 2 pencil to mark your answers. You may not use a calculator for any part of this test.

Pause, and then continue.

SAY Now look at the portion of your answer document that contains the stop sign symbol and read along silently while I read aloud.

When you finish the science field test, you will see the following stop sign:



When you see this stop sign, check to be sure that:

- Every question in the science test book has been answered.
- The bubbles for your answers are filled in completely using a No. 2 pencil.
- All other bubbles are empty and all stray marks have been erased.

Are there any questions?

Pause to answer any questions, and then continue.

Administering the AIMS HS Science Field Test— Cohort 2009 (continued)

SAY Turn to page 1 in your test book.

Make sure all students have turned to the correct page in their test books and that their answer documents are turned to the side containing the answer bubbles, and then continue.

SAY We will begin by doing two sample multiple-choice questions.

These are the types of questions you will be answering during the test. For each sample, you will read the question in your test book, then fill in the bubble on your answer document that corresponds to the answer you choose. Be sure to fill in the bubble completely, and make your mark heavy and dark.

Pause, and then continue.

SAY Read Sample A in your test book, then fill in the bubble on your answer document for the answer you choose. When you have finished Sample A, stop working.

Give students time to answer Sample A.

SAY The correct answer for Sample A is “C.”

Pause, and then continue.

SAY Now read Sample B in your test book, then fill in the bubble on your answer document for the answer you choose. When you have finished Sample B, stop working.

Give students time to answer Sample B.

SAY The correct answer for Sample B is “A.”

Pause, and then continue.

Administering the AIMS HS Science Field Test— Cohort 2009 (continued)



Follow the directions that appear throughout the test book and mark your answers on the answer document.

Please answer all questions. Questions left blank are scored as incorrect.

When you finish the science field test, you may go back and check your work. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want. When you finish checking your work, close your test book and turn your answer document over so that the answer bubbles are facing down. Place your answer document on top of your test book. Raise your hand, and I will collect your test book and answer document. You must remain silent until the conclusion of the testing session. The science field test is not a timed test. If you have not completed the test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete the entire science field test by the end of the school day.

Are there any questions?

Pause to answer any questions, and then continue.



Turn to page 2 in your test book.

Make sure all students have turned to the correct page in their test books.



You may begin the science field test.

While students are taking the test, move around the room to make sure students are progressing through the test.

Administering the AIMS HS Science Field Test— Cohort 2009 (continued)

Most students should have time to finish the science field test during the allotted one-hour testing session. At the end of the one-hour testing session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, if all students finish before the end of the allotted time, end the testing session. When all students have finished or the allotted time for the session has ended, proceed as follows:



This is the end of the science field test.

*Collect all remaining test materials from the students. All test books and answer documents are secure documents and must be accounted for at the end of the testing session. Missing test books and answer documents **must** be located **prior** to dismissing students. All test materials must be kept in a **securely locked storage facility** until test materials are returned to the Test Coordinator at the end of the testing day.*

Inspecting Test Materials

After testing, Test Administrators should inspect each test book and answer document to ensure the following:

- ☐ The student has completed his or her name, teacher, school, and district on the front cover of the test book and on the front of the answer document.
- ☐ Test books and answer documents have been separated into individual stacks. Test books must not contain answer documents.
- ☐ The student bar code label has been applied in the designated location on the front of the answer document, or if no student bar code label is available, the student demographic data grid located on the back of the answer document has been completed.
- ☐ The number to designate the test book form the student used is correctly coded in the "Science Field Test Form" section on the back of the answer document.
- ☐ The accommodations information on the back of the answer document has been correctly coded for all students receiving standard accommodations.
- ☐ The student's marks on the answer document have been made with a No. 2 pencil and any erasures are complete and neat. Light marks and marks made with a colored pencil, ink or felt-tip pens, marker, or highlighter cannot be properly scored. These marks should be marked over with a No. 2 pencil.

Group Information Sheets

Preprinted Group Information Sheets (GISs) have been provided for each school. A GIS must be completed for each group's documents. Follow the directions of your Test Coordinator regarding the use of the GIS.

Returning Test Materials

All AIMS science field test materials, scorable and nonscorable, are to be returned to the Test Coordinator at the conclusion of the science field test.

Scorable Test Materials

The following AIMS science field test materials are scorable:

- **Used AIMS Science Field Test Answer Documents**

Test Administrators should separate the answer documents according to the grade and/or cohort and arrange the answer documents with front sides facing up. Paperclips or rubber bands must not be used to bind these materials as this would damage their edges. It is not necessary to alphabetize the science field test answer documents. Follow the directions of your Test Coordinator regarding the return of scorable test materials.

Nonscorable Test Materials

The following AIMS science field test materials are nonscorable:

- **Used and unused AIMS Science Field Test Books**
- **Unused AIMS Science Field Test Answer Documents**
- ***AIMS Test Administration Directions* for the science field test**

Follow the directions of your Test Coordinator regarding the return of nonscorable test materials.

Instructions for Completing the Student Demographic Data Grid—Before Testing

If students have student bar code labels, all of the information from the student demographic data grid located on the back of the AIMS science field test answer document is coded within the student bar code labels. The student bar code labels are to be affixed in the designated space on the front of the student's AIMS science field test answer document. The Spring 2007 AIMS science field test labels are to be used on the AIMS science field test answer documents only.

If students do **not** have student bar code labels, the student demographic data grid **must** be completed by the Test Coordinator, Test Administrator, Proctor, or other designated school personnel. The student demographic data grid is **not** to be completed by students.

This section is to be filled in by school or district personnel BEFORE testing ONLY for students WITHOUT a bar code label.

A sample of the student demographic data grid.

All information on the student demographic data grid must be marked using a No. 2 pencil. It is important to fill in the bubbles completely and to make the marks heavy and dark. Any errors must be completely erased.

Last, First, M.I.

Using the student's legal name, print the student's last name in the row of boxes under the section for "Last." Print only one letter in each box, beginning in the first box on the left. If there are not enough boxes for all of the letters in the student's last name, leave off the letters at the end.

Using the student's legal name, print the student's first name in the row of boxes under the section for "First." Do not use a nickname. Do not fill in the blank column between "Last" and "First" or between "First" and "M.I." Print only one letter in each box, beginning in the first box on the left. If there are not enough boxes for all of the letters in the student's first name, leave off the letters at the end.

Using the student's legal name, print the first letter of the student's middle name in the box under the section for "M.I." Leave the box blank if the student does not have a middle name.

Fill in the appropriate bubble in the column under each letter in the student's name. If there are any blank boxes, fill in the empty bubbles at the top of the column.

Birth Date

In the section that says "Birth Date," fill in the bubbles for the Month, the Day, and the Year for the student's date of birth. For example, if the student was born March 2, 1993, fill in the bubble for the month of March designated by "Mar" in the Month column, the bubbles for 0 and 2 in the Day columns, and the bubbles for 9 and 3 in the Year columns.

Ethnic Background and Gender

In the section that says "Ethnic Background," fill in the bubble that corresponds to the ethnic group indicated in the student's SAIS record.

In the section that says "Gender," fill in the bubble that corresponds to the student's gender.

SAIS Number

In the section that says "SAIS Number," enter the student's SAIS Number in the boxes at the top of the column, beginning in the first box on the left. Fill in the appropriate bubble in the column under each number. **If the student's SAIS Number does not require all of the columns, fill in the bubble at the top of each unused column.**

Instructions for Completing Testing Accommodations Information—After Testing

Testing Accommodations Guidelines

Testing accommodations have been revised for school year 2006–2007. Please see “Testing Accommodations: Guidelines for 2006–2007” on the Arizona Department of Education Web site at www.ade.az.gov/standards/aims/Administering.

English Language Learners and most students with disabilities are not exempt from the AIMS science field test. However, these students are eligible for certain testing accommodations.

After testing, the Test Administrator or Proctor should use the instructions in this section to complete the Testing Accommodations data boxes located on the back of the AIMS science field test answer document for any student testing with standard accommodations.

Note: The testing accommodations data boxes are to be completed **only** by the Test Administrator or Proctor who witnessed the use of the testing accommodation or who actually provided the testing accommodation.

Students Receiving Standard Accommodations

For students receiving a standard accommodation on the AIMS science field test, fill in the bubble in the Testing Accommodations section to indicate the student has an IEP, has a 504 plan, or is an English Language Learner. Fill in all bubbles that apply.

Fill in the bubble in the Standard Accommodations section to indicate the content area in which a standard accommodation was used. Fill in all bubbles that apply.

This section is to be filled in ONLY by school or district personnel AFTER testing.
TESTING ACCOMMODATIONS Refer to directions in the Test Administration Directions.
Student <input type="radio"/> has an IEP. <input type="radio"/> has a 504 plan. <input type="radio"/> is an English Language Learner.
STANDARD ACCOMMODATIONS Student received standard accommodations in the following content area: <input type="radio"/> Science

“U Through Z” Data Box

Bubbles U through Z in the data box titled “For CTB/McGraw-Hill Use Only” are reserved for use by CTB/McGraw-Hill. Do not mark in this section.

Glossary

Arizona's Instrument to Measure Standards Dual Purpose Assessment (AIMS DPA)

Arizona's Instrument to Measure Standards High School (AIMS HS)

The tests provided for Grades 3 through 8 and high school students in Arizona. AIMS DPA and AIMS HS test specific performance objectives developed by the Arizona Department of Education.

CTB/McGraw-Hill

The publishing company that is responsible for providing and scoring test materials for the Arizona Department of Education.

Demographic Data Grid

The section on the back of the AIMS science field test answer document that contains student identification information that must be completed for students without student bar code labels.

Dictionary

A book of alphabetically arranged words with definitions. Etymologies, pronunciations, and other information may also be included.

Group Information Sheet (GIS)

The form used to provide information to CTB/McGraw-Hill about a group of students being tested. A "group" normally refers to a single class, a combination of classes at the same grade level or in the same cohort, or a group of students being tested at the same grade level or with the same cohort.

Item

A question included as part of an AIMS test. Features both the stem (question) and answer choices. See "Test Administration Security Procedures" on page 3 in this document for the policy regarding AIMS test items.

Proctor

The individual who assists the Test Administrator.

School/Group List (SGL)

The form used to provide information to CTB/McGraw-Hill about the groups being tested in an entire school.

Student Bar Code Label

The label affixed to the front of the AIMS science field test answer document. Student demographic data is coded within the student bar code label.

Test Administrator

An individual, usually a teacher, who is responsible for the administration of the test.

Test Coordinator

An individual who is responsible for distributing test materials, collecting test materials, and organizing testing for a school or district.

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